

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - Represents the sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Advances Disbursed - The amount of Advances made to other entities.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), Encumbrances (-) and Advances Disbursed (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances Receipts - The amount of Advances received from other entities.

Cash Balance - The sum of Expenditures (+), Actual Receipts (-), and Advances Receipts (-).

Authorized Available - The sum of the Budget Allowable Costs (-) and Budget Other Costs (-) minus the sum of Actual Receipts (-) and Advances Receipts (-).

Number of Records Summarized - The number of records summarized to create the summary record.

History Shadow File

The Online History File (Online HY) is a condensed version of the complete History File available through Command **G.2**-Request File Copy. The Online HY is available for inquiry using Command **H.6**-History Inquiry. This feature allows agencies to research transaction information by specifying search parameters that include batch and accounting transaction coding information. A list of the data fields contained in the Online HY is shown in Exhibit VII-1.

The ability to access, view and input search data, and print Online HY file information is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

General features of the Online HY include:

- ✿ Updated daily as part of the nightly system update process.
- ✿ Excludes Header Records but includes History File transactions with zero amounts.

- ✧ Saves search transactions until any selection field is changed or the Online HY function is exited.
- ✧ Displays a confirmation window when **F2-Retrn** is pressed to avoid accidentally losing the last search data.
- ✧ Contains history records for all available years by fiscal month, FM01 to FM13. After year-end roll (June 30) and before completion of the Year-end Open (YEO) process, the Online HY includes activity from the prior-prior fiscal year, the prior fiscal year, and the newly opened fiscal year. Online HY activity for the prior-prior fiscal year is purged as part of the YEO process.

There are four interactive online screens associated with the Online History File Inquiry feature (Command **H.6**):

- ✧ The History Inquiry-Selection screen is used to specify search criteria to retrieve specific History File data.
- ✧ The retrieved data is listed on the History Inquiry Transaction Listing screen.
- ✧ Individual selected records may be viewed in more detail on the History Detail screen.
- ✧ The History Inquiry Interrupt screen appears each time the history search reads 50,000 transactions. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated. Additional options are provided each time this screen appears.

All selected Online HY transactions may be:

- ✧ Printed as a report at the agency's printer, and/or
- ✧ Used to create a report file for use with software such as Monarch.

Each of the four Online HY screens is described below.

History Inquiry - Selection Screen

This screen is used to enter search criteria for specific transactions. It is important to narrow the scope of the search by entering specific data in the selection criteria fields. Please refer to the cost savings guidelines on the next page.

A sample of the History Inquiry - Selection screen is shown below.

```

9990 H.6   History Inquiry - Selection                                01-10-2003 11:28 AM

TRANSACTIONS: AGENCY ENTERED (Y/N) Y          SYSTEM GENERATED (Y/N) N
FISCAL PERIOD (FM,FY) FROM: MM YYYY TO: MM YYYY
MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700): 700

Enter at least 1 additional selection field below and press PF4
FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.


BATCH DATE FROM: MM DD YYYY TO: MM DD YYYY TYPE:   NBR:   SEQ:  
SCHEDULE :  

TC      :          FFY      :          REFDOC /S:  
VENDOR/S >          CURDOC /S:          INDEX    >  
OBJDTL /AO:          PCA      >          AMOUNT   :  
REVERSE :          PROJ/WP >          LC DPOSIT:  
SOURCE/AS :          CHECK    :          APPN SYM >  
FUNDTL/S:          BUD SEQ  :          INVOICE  :  
SUBSIDRY :          FED CAT  :          MULTIPUR :  
GLAN     :  

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Quit Srch                      Clear                      Main

```

Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection Screen (Command **H.6**):

- ★ Do not include both Agency Entered and System Generated transactions in the same search.
- ★ Specify the shortest Fiscal Period (FM,FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).
- ★ Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.
- ★ Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).
- ★ Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number and Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.
- ★ Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

History Inquiry Selection Screen Features

The **F1**-Help key is available for fields that display a > after the field name. This feature functions the same on all screens where **F1**-help is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1**-Help feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but are not allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

Example: If the first number of an index begins with 1 and the remaining digits are unknown, **1***** may be entered in the index field. All records containing an index beginning with 1 would be retrieved.

Entering Information on the History Inquiry Selection Screen

Specify Online HY Selection data fields using the following criteria:

- ☛ **Transactions** - Indicates if 'Agency Entered' (default - **Y**), 'System Generated' (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

Y-Yes - Select these transactions, and

N-No - Do not select these transactions.

NOTE: For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

- ☛ **Fiscal Period** - The fiscal periods are defined by **MM** (Fiscal Month: **01** - **13**) and **YYYY** (Fiscal Year; e.g., **2002**).

From - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

To - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 2 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

- ✧ **Maximum Transactions To View** (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described below.

- ✧ **Batch Date** – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.
- ✧ **Batch Type** - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00-99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA - ZZ**, excluding **WA** and **WW**).
- ✧ **Sequence** – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.
- ✧ **TC** - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is NOT ALLOWED per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.
- ✧ **GLAN** – A specific GLAN may be specified. The GLAN and TC fields may be used concurrently if the GLAN is a "Required" field in the TC Illustration (Volume V).

Blanks are allowed on some fields and are considered valid search values. For example, **1234 AB** may be keyed in the invoice field.

After keying the selection criteria, press **F4-Srch** to initiate a search. If no transactions are found, the message '307-NO TRANSACTIONS WERE SELECTED. PRESS F2 TO RETURN TO THE SELECTION SCREEN' is issued.

The Selection screen retains the original selection values entered when returning from the History Inquiry Transaction Listing or History Detail screens (press **F2**). However, if the **F12**-Main Menu key is pressed before re-entering the Selection Screen, the prior selection criteria are erased.

History Inquiry Transaction Listing Screen

This screen (shown below) is displayed when multiple transactions meet the selection criteria. If no transactions are found that meet the selection criteria, the '307' message is issued. If only one transaction is found, the History Detail screen is displayed. Each line on the History Inquiry Transaction Listing screen represents one transaction.

Transaction information is displayed on three sub-screens. Scroll right and left (from sub-screens 1 to 2 to 3 and back) to view various fields using the **F11** and **F10** keys. The Batch ID remains on each sub-screen as a reference point when using right/left scrolling. Up and down scrolling within each of the 3 sub-screens is also available using the **F7** and **F8** keys. A standard 'beginning/end of data' message is issued if an up/down scroll is attempted, but there are no more records to view. A sample of the three sub-screens is shown below.

History Inquiry Transaction Listing – Screen 1

```

9990 History Inquiry Transaction Listing: Scrn 1                10-18-2002 02:17 P
                                                                MORE==>
Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID =====>
  F MO YR  DATE  TP NBR  SEQ D TC  R FFY  AMOUNT  INDX  DET  AO  PCA
  - - - - -
  - 02 02 08-31-02 04 175    1   240  02      1,200.00 1500 257  52010
  - 02 02 08-31-02 04 175    2   240  02      225.00 1510 257  52010
  - 02 02 08-31-02 04 175    3   240  02     895,005.00 1500 246  52020
  - 02 02 08-31-02 04 175    4   240  02      99.99 1500 246  52020
  - 02 02 08-31-02 04 175    5   240  02       8.32 1520 246  52030
  - 02 02 08-31-02 04 175    6   240  02      125.00 1520 246  52050
  - 02 02 08-31-02 04 175    7   240  02       25.00 1500 206  52040
  - 02 02 08-31-02 04 175    8   240  02     200,200,200.00 1500 206  52040
  - 02 02 08-31-02 04 175    9   240  02       0.35 1510 206  52030

Total records meeting selection criteria: 42

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

History Inquiry Transaction Listing – Screen 2

```

9990 History Inquiry Transaction Listing: Scrn 2                10-18-2002 02:23 P
                                                                <=MORE=>
Enter a 'P' in the F column to mark a transaction for print

  <===== BATCH ID =====>
  F  DATE  TP NBR  SEQ D REF DOC  S  CURR DOC S  VENDOR  S  BUD SCHEDULE/
  - - - - -
  - 08-31-02 04 175    1      01002000  X621107352 00  1717172
  - 08-31-02 04 175    2      01002000  X621107352 00  1717172
  - 08-31-02 04 175    3      99099000  0000106008 00  1717172
  - 08-31-02 04 175    4      00040000  00000000294 00  1717172
  - 08-31-02 04 175    5      00040000  00000000294 00  1717172
  - 08-31-02 04 175    6      00075000  NSC1243218 68  1717172
  - 08-31-02 04 175    7      00051000  NSC1243218 68  1717172
  - 08-31-02 04 175    8      01005000  00000000439 00  1717172
  - 08-31-02 04 175    9      01005000  00000000439 00  1717172

Total records meeting selection criteria: 42

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

History Inquiry Transaction Listing – Screen 3

```

9990 History Inquiry Transaction Listing: Scrn 3                                10-18-2002 03:15 P
<==MORE
Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F   DATE      TP NBR      SEQ D   CHECK      PROJ      WP SOURCE AS SUBSIDRY  SYM FUND  FD
-   - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - -
-   08-31-02  04 175      1          012340  95          110 0001
-   08-31-02  04 175      2          012340  95          110 0001
-   08-31-02  04 175      3          001005  93          900 0001
-   08-31-02  04 175      4          032200  98          900 0001
-   08-31-02  04 175      5          032200  98          110 0001
-   08-31-02  04 175      6          045556  99          110 0001
-   08-31-02  04 175      7          043210  99          110 0001
-   08-31-02  04 175      8          067771  00          110 0001
-   08-31-02  04 175      9          067771  00          110 0001

Total records meeting selection criteria: 42

Command:
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main

```

Specific features of the Transaction Listing screen include:

- ✧ Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.
- ✧ If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.
- ✧ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message appears '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION'. To view the selected records, use the **F7** and **F8** keys to scroll backward and forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.
- ✧ If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.
- ✧ A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor Edit, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.

- ✧ Key a **P** in the "F" (Function) column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9** key is pressed, all **Ps** shown on the screen are erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, all **Ps** (and all Selection criteria) are erased.
 - ✧ Press the **F6**-Print key to select one of the following print options:
 - Transactions previously marked **P** in the "F" column only, or
 - All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.
- Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (*) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.
- ✧ Pressing the **F9**-Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed; **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.
 - ✧ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5**-Dtail to go to the History Detail screen. The History Detail screen is discussed below.
 - ✧ Press the **F2**-Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

History Detail Screen

This screen (shown below) is displayed if only one transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.


```

9990 History Detail                                     10-18-2002 03:31 PM

Function:  _  enter P to mark this transaction for print

FISCAL PERIOD: 02 2002
BATCH DATE: 08 31 2002  TYPE: 04  NUMBER: 175 SEQ NBR: 1 DUP: 0
SCHEDULE: 1717172                                     POSTING DATE: 08-31-2002

TC      : 240          MODIFIER :          FFY      : 2002
REF DOC/S:          VENDOR/S > X621109912 00  RPI      :
INVOICE  :          DOC DATE : 02-07-11      CUR DOC/S: 01002000
INDEX   > 1500      OBJ DTL/AO: 257          PCA      > 52010
AMOUNT  :          1,200.00 REVERSE :          PROJ/WP > 012340 95
LC DPOSIT:          SOURCE/AS :          CHECK   :
APPN/SYM > 110      FUND SRCE : G          FUND/DTL : 0001
METHOD  : 1          BUD SEQ  :          SUBSIDRY :
GLAN    :          DUE DATE  :          PCA ACTVY :
LOCATION  :          MULTI PUR :          FED CAT  :
VEND INFO> KATHY XINGUAN

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Selct Print Bkwrd Frwrds Clear      Main

```

Specific features of the Detail screen include:

- ✳ A table pop-up feature similar to the pop-up feature of the Transaction Listing screen. The Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

NOTE: When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is displayed below.

Vendor Information Pop-up Screen

```

9990 History Detail                                     10-18-2002 03:30 PM

VENDOR INFORMATION SCREEN                               07-11-2000 02:41 PM

Vendor Name: KATHY XINGUAN

Address 1 : 100 GRINCH LANE

Address 2 :

Address 3 :

City      : WHOVILLE

State     : CA      Zip: 95090      Foreign Country:

Press PF2 to exit

```

- ✧ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.
- ✧ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.
- ✧ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9**-Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.
- ✧ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (*) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.
- ✧ Pressing the **F9**-Clear key removes the **P** or asterisk (*) displayed in the Function field. A **P** or asterisk (*) in the Function field of other Detail screens remain unchanged.
- ✧ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.
- ✧ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.
- ✧ Press the **F5** key to return to the History Inquiry - Selection screen. The Selection screen retains the original selection values. These values may be modified to perform another search.

History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.

A sample of the search interrupt window is shown below.

```
HISTORY INQUIRY INTERRUPT

  50,000 transactions have been read. So far, there
are  107 transactions that meet the selection criteria.

On the Selection screen, 120 transactions were entered as
the maximum number to view. (NOTE: If a maximum number
was not entered on the Selection screen, the default
maximum of 700 transactions was used).

Please select one of the following options with an X and press ENTER:

- Display the transactions found so far that meet the
  selection criteria.
- Continue searching for transactions meeting the
  selection criteria. (Optional) Also change the
  maximum number of transactions to view to ____ .
- Stop the search and return to the Selection screen.

Press PF1 for Help
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✧ Cumulative number of transactions that have been read,
- ✧ Number of transactions found that meet the selection criteria, and
- ✧ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window. The choices are:

- ✧ “Display the transactions found so far that meet the selection criteria.”

NOTE: This choice is displayed only if transactions were found before the interrupt occurred.

- ✧ “Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to ____.”
- ✧ “Stop the search and return to the Selection screen.”

If the choice is made to “Display the transactions found so far that meet the selection criteria”, the following screen (example) is displayed.

| | | | | | | | | | | | | | | |
|---|----|----|----------|----|-----|-----|---|-----|----|-----|--------------------|------|---------------|-------|
| 9990 History Inquiry Transaction Listing: Scrn 1 | | | | | | | | | | | 01-21-2003 09:44 A | | | |
| MORE==> | | | | | | | | | | | | | | |
| Enter a 'P' in the F column to mark a transaction for print | | | | | | | | | | | | | | |
| FISCL <===== BATCH ID =====> | | | | | | | | | | | | | | |
| F | MO | YR | DATE | TP | NBR | SEQ | D | TC | R | FFY | AMOUNT | INDX | OBJ DET AO | PCA |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 1 | | F38 | 00 | | 239,828.00 | | | 68201 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 2 | | F38 | 00 | | 175,358.00 | | | 68202 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 3 | | F38 | 00 | | 74,589.00 | | | 68202 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 4 | | F38 | 00 | | 23,006.00 | | | 68204 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 5 | | F38 | 00 | | 15,781.00 | | | 68205 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 6 | | F38 | 00 | | 5,000.00 | | | 68206 |
| - | 01 | 01 | 07-02-01 | 02 | 001 | 7 | | F38 | 00 | | 22,028.00 | | | 68213 |
| - | 01 | 01 | 07-27-01 | 02 | 008 | 1 | | F38 | 00 | | 88,484.00 | | | 68213 |
| - | 01 | 01 | 07-30-01 | 02 | 012 | 1 | | F38 | 00 | | 998.00 | | | 68201 |
| - | 01 | 01 | 07-30-01 | 02 | 012 | 2 | | F38 | 00 | | 85,725.00 | | | 68202 |
| Records meeting selection criteria so far: 107 | | | | | | | | | | | | | | |
| Command: | | | | | | | | | | | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | | | | | | | | | | | | |
| Help Selct Quit Cont Dtail Print Bkwrd Frwrdr Clear Left Right Main | | | | | | | | | | | | | | |

A **PF4-Cont** key is provided to 'continue' the search as well as a **PF2-Selct** key to return to the selection screen.

NOTE: The cumulative transactions found from the most recent search are always saved *until* the search criteria are changed (creates a new search) or the Online History Inquiry (Command **H.6**) is exited.

Optional Report And Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the Health and Human Services Data Center (HHSDC). Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen (shown below) is displayed and provides the following options:

- ☛ Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P**; and
- ☛ Direct a report to the agency's printer and/or create a report file.

```

9990 History Inquiry Transaction Listing: Scrn 1                                10-18-2002 02:17 P
                                                                                        <==MORE
Enter a

      FISCL
F MO YR
-- -- --
_ 02 02 0    _ PRINT TRANSACTIONS MARKED WITH A 'P' ONLY    52010
_ 02 02 0    _                                           52010
_ 02 02 0    _ PRINT ALL TRANSACTIONS                      52020
_ 02 02 0    _                                           52020
_ 02 02 0    _                                           52030
_ 02 02 0    _                                           52050
_ 02 02 0    _                                           52040
_ 02 02 0    _                                           52040
_ 02 02 0    _ ROUTE ONLINE HISTORY DETAIL REPORT TO ROPES 52030
_                                           _
_ CREATE A REPORT FILE

Press Enter to submit request and return to prior screen
Press PF2 to cancel
Press PF1 for help

Command:
Enter-PF1-
Help
```

Specific features of the Print and Output Options screen include:

- ★ Specifying 'Route Online History Detail Report' generates a report at the agency's printer. The report ID is CSD600-1. The report will print at the agency's line printer (A1) unless the agency requests another printer for this purpose. Reports printed at the agency's printer will be in the ROPES Queue ROH1.
- ★ The CSD600-1 contains two sections:
 - The first page is titled 'Online History Selection Criteria Report' and shows the requestor's CALSTARS RACF Signon USERID and the selection criteria entered. The page is formatted in the same layout as the Selection screen. At the bottom of the page, there is a count of the total number of records that met the selection criteria and a count of the total number of records that were printed. See Exhibit VII-2 for a sample.
 - The remaining pages that are titled 'Online History Detail Report' begin immediately after the selection page. See Exhibit VII-3 for a sample. The Vendor Information segment is printed only if information exists. A record that does not have Vendor Information will have those print lines suppressed on the printed report in order to reduce paper volume. Likewise, if the Vendor Information does not contain data in Address Line 2 or 3, these blank lines will also be suppressed so they will not show on the printed report.

- ★ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

CSaaaa.CSD600F.CSbbbb.Dcyymmdd.Thhmmss

where:

aaaa = Organization code of request/user

bbbb = RACF logon ID of user

cyymmdd = 1-digit Century, Year, Month and Day file was created

hhmmss = Hour, Minute and Second file was created

- ★ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.
- ★ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.
- ★ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.
- ★ Reports are available for printing at the agency's printer or as report files. Microfiche and laser printing at HHSDC are not available.

EXHIBIT VII-2 SELECTION CRITERIA REPORT

```

CSD600-1 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS                                ONLINE HISTORY SELECTION CRITERIA                                REPORT                                ORG NUMBER: 9990
                                10/18/2002 (97:37) *****                                ORG PAGE:
                                                                *****                                RUN PAGE:

```

REQUESTOR: CSCSPRT

HISTORY SELECTION CRITERIA

TRANSACTIONS: AGENCY ENTERED: Y SYSTEM GENERATED: N

FISCAL PERIOD FROM: 01 2002 TO: 03 2002

| | | | | |
|------------------|-----|-------|---------|----------|
| BATCH DATE FROM: | TO: | TYPE: | NUMBER: | SEQ NBR: |
|------------------|-----|-------|---------|----------|

SCHEDULE :

| | | | | | | | | |
|------------|---|-----|-----------|---|--|-----------|---|--|
| TC | : | 240 | FFY | : | | REF DOC/S | : | |
| VENDOR/S | : | | CUR DOC/S | : | | INDEX | : | |
| OBJ DTL/AO | : | | PCA | : | | AMOUNT | : | |
| REVERSE | : | | PROJ/WP | : | | LC DPOSIT | : | |
| SOURCE/AS | : | | CHECK | : | | APPN SYM | : | |
| FUND/DTL | : | | BUD SEQ | : | | SUBSIDRY | : | |
| GLAN | : | | | | | | | |

NUMBER OF RECORDS MEETING SELECTION CRITERIA : 42
NUMBER OF RECORDS SELECTED FOR PRINT : 42

EXHIBIT VII-2 SELECTION CRITERIA REPORT

CSD600-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS ONLINE HISTORY DETAIL REPORT ORG PAGE: 2
 10/02/2002 (97:37) ***** RUN PAGE: 12

| FM-FYR MOD-FCO OBJ DTL/AO FUND/DTL VENDOR INFORMATION | BATCH DATE FFY PCA METHOD | BATCH TYPE REF-DOC/S AMOUNT BUD SEQ | BATCH NUMBER VENDOR NBR/S NET AMOUNT SUBSIDIARY FED CAT NBR | SEQ/DUP RPI PROJ/WP GLAN | POSTING DATE INVOICE SOURCE/AS DUE DATE | CLM/LC DPOSIT DOC DATE CHECK PCA ACTVY | TC CUR DOC/S APPN SYM LOCATION | REVERSE INDEX FUND SRCE MULTI PUR |
|--|------------------------------------|--|---|-----------------------------------|--|---|---|--|
| 02-2002 | 08-31-2002 | 04 | 175 | 1 0 | 08-31-2002 | 1717172 | 240 | |
| | 2002 | | X621107352 00 | | 1123456 | 07-11-2002 | 01002000 | 1500 |
| 257 | 52010 | 1,200.00 | | .00 012340 95 | | | 110 | G |
| 0001 | 1 | | | | | | | |
| KATHY XING 100 GRINCH LANE WHOVILLE CA 00000 | | | | | | | | |
| 02-2002 | 08-31-2002 | 04 | 175 | 2 0 | 08-31-2002 | 1717172 | 240 | |
| | 2002 | | X621107352 00 | | 1123457 | 07-11-2002 | 01002000 | 1510 |
| 257 | 52010 | 225.00 | | .00 012340 95 | | | 110 | G |
| 0001 | 1 | | | | | | | |
| KATHY XING 100 GRINCH LANE WHOVILLE CA 00000 | | | | | | | | |
| 02-2002 | 08-31-2002 | 04 | 175 | 3 0 | 08-31-2002 | 1717172 | 240 | |
| | 2002 | | 0000000106 00 | | 2001-JULY-15 | 07-12-2002 | 99099000 | 1500 |
| 246 | 52020 | 895,005.00 | | .00 001005 93 | | | 900 | D |
| 0001 | 1 | | | | | | | |
| CA WOMEN'S COMM ALC/DRG DEPEND 14622 VICTORY BLVD., #100 VAN NUYS CA 91411 | | | | | | | | |
| 02-2002 | 08-31-2002 | 04 | 175 | 4 0 | 08-31-2002 | 1717172 | 240 | |
| | 2002 | | 0000000294 00 | | CA58402 | 07-13-2002 | 00040000 | 1500 |
| 246 | 52020 | 99.99 | | .00 032200 98 | | | 900 | D |
| 0001 | 1 | | | | | | | |
| MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115 | | | | | | | | |
| 02-2002 | 08-31-2002 | 04 | 175 | 5 0 | 08-31-2002 | 1717172 | 240 | |
| | 2002 | | 0000000294 00 | | CA58403 | 07-14-2002 | 00040000 | 1520 |
| 246 | 52030 | 8.32 | | .00 032200 98 | | | 110 | G |
| 0001 | 1 | | | | | | | |
| MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO CA 94115 | | | | | | | | |

Vendor Payment Shadow File

The Vendor Payment Shadow File inquiry screen may be accessed by entering **H.7** on any "Command" line. This inquiry screen is unlike the other inquiry screens in that it displays up to 13 records for any vendor on each screen and it provides a total of payments by document number and suffix. In addition, due to the amount of data that needs to be displayed with each vendor payment record, the data is divided between two separate screens. The more important data is shown on Screen 1 while other record information is shown on Screen 2. An example of these screens is shown below.

```

VENDOR PAYMENT SHADOW FILE INQUIRY--SCREEN 1
ENTER FUNCTION: _ (S=START, T=SCREEN 2)

ORG CODE: 9990  VENDOR NO:  AC45496201 00  DOCUMENT NO/SUF:  SA000123 01
VENDOR NAME:  R. U. ALIVE

DOCUMENT      CHECK NO/      FD      T
NO/SUF      INVOICE      SCHEDULE FUND DT  INDX  PCA  C  R      AMOUNT
-----
00003620 32 18741      0000362 0674      1235 35552 232      10.00-
00003620 32 18752      0000362 0674      1234 55636 232      20.00-
00003620 32 18684      0000362 0674      1234 55636 232      30.00-
00003620 32 18832      0000362 0674      3446 75869 232      10.00-
00003620 32 18868      0000362 0674      4562 74775 232      20.00-
00003620 32 18986      0000362 0674      4567 86556 232      20.00-
DOCUMENT NO/SUF TOTAL 00003620 32  NUMBER OF ENTRIES = 6      110.00-
00007770 20 87755      0000777 0674      4356 12111 232      200.00-
00007770 20 65531      0000777 0674      7567 45448 232      400.00-
DOCUMENT NO/SUF TOTAL 00007770 20  NUMBER OF ENTRIES = 2      600.00-
00009900 10 78534      0000990 0674      4456 85453 232      200.00-
DOCUMENT NO/SUF TOTAL 00009900 10  NUMBER OF ENTRIES = 1      200.00-

NEXT RECORD IS FOR VENDOR NUMBER 0000000053 00  DOCUMENT NUMBER 00012200 00

```

```

VENDOR PAYMENT SHADOW FILE INQUIRY--SCREEN 2
ENTER FUNCTION: _ (S=START, T=SCREEN 1)

ORG CODE: 9990  VENDOR NO:  AC45496201 00  DOCUMENT NO/SUF:  SA000123 01
VENDOR NAME:  R. U. ALIVE

DOCUMENT      DOCUMENT      PROJ      CURRENT      REFERENCE      BATCH      BAT      SEQ
NO/SUF      DATE      NO      NO/SUF      NO/SUF      DATE      NO      NO
-----
00003620 32 08/15/99      SA000123 01      08/18/99 055 00012
00003620 32 08/15/99      SA000123 01      08/18/99 055 00013
00003620 32 08/16/99      SA000123 01      08/18/99 055 00017
00003620 32 08/17/99      PE455566 00      08/18/99 055 00019
00003620 32 08/18/99      SA000444 33      08/18/99 055 00023
00003620 32 08/18/99      SA000444 33      08/18/99 055 00024
TOTALS APPEAR ON SCREEN 1
00007770 20 09/21/99      SA000099 00      09/23/99 199 00045
00007770 20 09/21/99      SA000099 00      09/23/99 199 00046
00007770 20 09/22/99      SA000099 00      09/23/99 199 00048
TOTALS APPEAR ON SCREEN 1
00009900 10 09/23/99      PE000111 00      09/28/99 203 00012
TOTALS APPEAR ON SCREEN 1

```

To access Screen 2 from Screen 1 (or vice versa), enter Function **T**. The Vendor Payment File can be searched from either screen. There is always a logical relationship between the two screens on a record by record basis regardless of the screen used when searching.

Similar to other shadow file inquiry screens, the Vendor Payment File may be searched by entering the key information (Vendor Number/Suffix only, or Vendor Number/Suffix and Document Number/Suffix) in the upper portion of the screens to designate the starting point for the sequential listing of the vendor payment information. The Document Number and Suffix is also shown at the right of both screens 1 and 2.

The Start (**S**), Next Record (**F7**), Previous Record(**F8**), and Clear Screen (**F9**) functions operate in the same manner as they do on the other shadow inquiry screens. If the Vendor Number and/or Document Number and Suffix do not exist on the file, the system displays the payment information for the next record in the agency's file.